

JOB Title : Sr. GM & Above

Job Overview:

Act as liaison between in-house personnel, tenants, outside counsel, architects, consultants, brokers and municipalities to negotiate, organize, track, and support our leasing processes.

Responsibilities and Duties:

"Act as a facilitator for all leasing related activities from inception/Prospecting to close i.e site visits, negotiations, documentation, coordination and administration for the various aspects of the leasing process.

Act as liaison between in-house personnel, tenants, outside counsel, architects, consultants, brokers and municipalities to negotiate, organize, track, and support our leasing processes.

Manages and directs the daily activities of the leasing operations department in accordance with organization policies and standards.

Responsible for all leasing functions, which may include reviewing and negotiating lease transactions and agreements.

Oversees completion of all necessary paperwork and ensures proper customer service.

Responsible for the productivity and budgetary performance of the leasing operations department.

Develops and implements policies and procedures to improve efficiency and profitability of the department.

Monitors trends for competition in the marketplace

Should have high networking with IPCs & leading Leasing brokers.

Should be proficient in direct marketing or sales efforts to various corporates."

Qualifications: PGDM / MBA

Professional Qualifications: certification on retail leasing (optional)

Experience: 5+years & above

Salary Range: 12LPA & Above (CTC)

Specific skills: Should have Good presentation skills to convince the prospective Brands

Personal characteristics: """" • BEHAVIOURS Leadership • Personal Effectiveness • Decision Making • Relationship Building • Communication"